

# Food and Nutrition Services Calendar

## July

- Regular Term Application/Agreement Available in Web Application System
- Financial Report Available in Web Application System (Non-Public Schools)
- June Claim Form Due in Web Application System by the 15<sup>th</sup> (Separate Claim Form Required for Seamless Summer Option Meals Claimed in June)
- Perform and Document Monthly Edit Checks (Year Round and Seamless Summer Option/Summer School Programs)
- Commodity Open Order Deadline, 12:00 Noon by the 15<sup>th</sup> (Aug. delivery)
- Download Direct Certification Data (First Mandatory File)
- Value of Commodities Distributed Report Available on Website
- Commodity Entitlement Letters Available on Website

## August

- Distribute Free/Reduced Price Applications to Households
- Notify Direct Certification Households of Free Meal Benefit
- Provide Request for Information Form to Households for Collection of Mo Healthnet Data
- Food Safety Inspections Report Available in Web Application System
- July Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Commodity Open Order Deadline, 12:00 Noon by the 15<sup>th</sup> (Sept. delivery)
- Check Web Application System for Availability of Financial Report (Public Schools); Review and Submit Report
- View Civil Rights Presentation and Complete Civil Rights Training Documentation, Available on Website

## September

- Conduct First After School Snack Program On-Site Review (Required During First 4 Weeks of Operation)
- Update Methods of Collection and Meal Counting Form (if methods/procedures/software have changed from previous year)
- August Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Food Safety Inspection Report Due in Web Application System
- Financial Report Available in Web Application System; Review and Submit Report (Public Schools)
- Commodity Open Order Deadline, 12:00 Noon by the 15<sup>th</sup> (Oct. delivery)

## October

- Count Approved Free and Reduced Price Applications for Verification as of Oct. 1; Begin Verification Process
- Regular Term Application/Agreement Renewal Deadline
- September Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Commodity Open Order Deadline, 12:00 Noon by the 15<sup>th</sup> (Nov. delivery)
- Download Direct Certification Data (Second Mandatory File)

## November

- Check School Food Services Website for Commodity Expo Dates
- Financial Report Due in Web Application System by the 1<sup>st</sup>
- October Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Commodity Open Order Deadline, 12:00 Noon by the 15<sup>th</sup> (Dec. delivery)
- Verification Process Must be Completed by the 15<sup>th</sup>
- Mo Healthnet for Kids Data Collection Form due by the 30<sup>th</sup> (fax or mail)

## December

- November Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Verification Summary Report Due in Web Application System by December 15<sup>th</sup>
- Commodity Open Order Deadline, 12:00 Noon by the 15<sup>th</sup> (Jan. delivery)

## January

- Conduct Second After School Snack Program On-Site Review
- USDA Food Packet Available on Website
- December Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Commodity Open Order Deadline, 12:00 noon by the 15<sup>th</sup> (Feb. delivery)
- On-Site Reviews Must Be Completed Prior to February 1
- Download Direct Certification Data (Third Mandatory File)

## February

- Paid Lunch Equity Tool Available on Website
- January Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Commodity Open Order Deadline, 12:00 Noon by the 15<sup>th</sup> (March delivery)
- Food Service Management Re-bid and Renewal Notices Sent to Contracted LEAs

## March

- USDA Food Packet Due
- Seamless Summer Option Application Agreement Available in Web Application System
- Check Website for Summer Workshop Dates and Locations
- February Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Commodity Open Order Deadline, 12:00 Noon by the 15<sup>th</sup> (April Delivery-Last Delivery of School Year)

## April

- March Claim Form Due in Web Application System by the 15<sup>th</sup>
- Submit School Level Information for CEP, due by the end of the month
- Perform and Document Monthly Edit Checks

## May

- Update End of Year Date in Application Agreement if Needed Due to Extension of School Year
- Free and Reduced Price Application and Direct Certification, School Year Booklet Available on Website
- April Claim Form Due in Web Application System by the 15<sup>th</sup>
- Perform and Document Monthly Edit Checks
- Registration for Summer Workshops Due by End of May

## June

- May Claim Form Due on Web Application System by the 15<sup>th</sup> (Separate Claim Form Required for Seamless Summer Option School Meals Claimed in May)
- Deadline to apply for CEP is June 30
- Perform and Document Monthly Edit Checks